

**TOWN OF NARRAGANSETT, RI
PURCHASING DEPARTMENT**

**FIRE ALARM
TESTING SERVICES**



Susan Gallagher, Purchasing Agent
Captain James Given, Fire Marshall

Bid Opening (Due Date): Tuesday, July 10, 2012 at 11:00 AM

INVITATION TO BID

Separate sealed bids will be received by the **TOWN OF NARRAGANSETT, RHODE ISLAND** for **FIRE ALARM TESTING SERVICES** on or before **11:00 a.m. on Tuesday, July 10, 2012** at the office of the Purchasing Agent, 25 Fifth Avenue, Narragansett, RI and at that time will be opened and read in public.

Specifications may be obtained at the Purchasing Office, 25 Fifth Avenue, Narragansett, Rhode Island between the hours of 8:30 a.m. and 4:30 p.m. **Monday through Friday** and are available on the Town of Narragansett website, www.narragansetttri.gov.

All bids must be submitted on the bid form provided, in duplicate and clearly marked:

(Sealed Bid)

FIRE ALARM TESTING SERVICES

Bids must be enclosed in an opaque envelope addressed to "Purchasing Agent, Town Hall, 25 Fifth Avenue, Narragansett, Rhode Island 02882-3699" bearing the name and address of the bidder.

No bidder may withdraw his/her bid within ninety (90) days after the scheduled closing time for receipt of bid.

The Town of Narragansett reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the Town of Narragansett.

Individuals requesting interpreter services for the hearing impaired must notify the Finance Department (401)782-0644 three business days prior to the bid opening.

Susan W. Gallagher
Purchasing Agent

STANDARD INSTRUCTIONS TO BIDDERS

DEPARTMENT OF FINANCE-PURCHASING DIVISION

TOWN OF NARRAGANSETT, RHODE ISLAND

THESE INSTRUCTIONS ARE STANDARD FOR ALL PROPOSALS ISSUED BY THE PURCHASING DIVISION AND MAY BE DELETED, OR MODIFIED BY INDICATING SUCH CHANGE BY "SPECIAL INSTRUCTIONS TO BIDDERS."

1. Receipt and Opening of Proposal

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, Town of Narragansett, R.I. until the time indicated on the advertisement for Bids, for the commodities, equipment or services designated in the specifications and will then be publicly opened and read.

2. Form of Bid

Proposal must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, no change shall be made in the phraseology of the proposal or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions or contain irregularities of any kind, may be rejected.

3. Submission of Bids

- a. Envelopes containing bids must be sealed and addressed to the office of the Purchasing Agent, Town Hall, Narragansett, R.I. 02882 and must be marked with the name and address of bidder, date and hour of opening, and name of bid.
- b. The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.
- c. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days from the date of bid opening.

- e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.

4. Prices

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

5. Terms

Cash discounts offered will be considered in determining awards. The discount period shall be computed from the date of delivery or from the correct invoice as received by Town Treasurer, whichever date is later. The date of delivery shall be construed to mean the date on which bid item is determined to meet the specifications and is therefore acceptable. Discounts for a period less than thirty (30) days may not be considered.

6. Rhode Island Sales Tax

The Town is exempt from the payment of R.I. Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para.1, as amended.

7. Federal Excise Taxes

The Town is exempt from the payment of any excise or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

8. "Or Equal" Bidding

When the name of a manufacturer, a brand name, or manufacturer's catalogue number is issued as the bid standard in describing an item followed by "Or Equal" this description is used to indicate quality, performance and other essential characteristics of the article required.

If bidding on other than the make, model, brand or sample specified, but equal thereto, bidder must so state by giving the manufacturer's name, catalogue number and any other information necessary to prove that the intended substitution of a commodity is equal in all essential respects to the bid standard. Bidder must prove to the satisfaction of the Town Manager or by person or persons designated by him, that his/her designated substitute is equal to the bid standard: otherwise, his/her bid will be declared "No Bid" insofar as the item in question is concerned.

9. Award and Contract

Unless otherwise specified, the Town reserves the right to make award by item or items, or by total, as may be in the best interest of the Town. A written award (or acceptance of Bid) mailed (or otherwise furnished) to the successful bidder followed by a Town Purchase Order shall, unless otherwise specified, be deemed to result in a binding contract without further action by either party.

10. Delivery

All prices must be on the basis of F.O.B. Delivery Point Narragansett, Rhode Island. The bid prices must include delivery and shipping to the Town. No additional shipping, handling, or fuel surcharge costs will be honored by the Town. Deliveries must consist only of new merchandise or equipment (unless otherwise specified) and shall be made between 8:30 a.m. and 3:00 p.m., Monday through Friday. No delivery shall become due or be acceptable without a written Purchase Order issued by the Town Purchasing Agent.

11. Equal Employment Opportunity Policy Statement

For the purposes of this Policy, the term "vendor" shall mean any and all individuals, companies, corporations, and business entities that provide goods or services to the Town of Narragansett pursuant to any and all relevant and appropriate Federal, State, and local purchasing rules, regulations, and procedures.

The Town of Narragansett is committed to the general policy and principle of Equal Employment Opportunity in terms of retaining vendors to provide the Town with goods and services necessary for routine and emergency operations. The Town will not discriminate against vendors as entities, or individual employees thereof on any legally-recognized basis included, but not limited to, race, age, color, religion, sex, marital status, national origin, physical or mental

disability, Veteran's status, pregnancy, sexual orientation, genetic conditions, predisposition to certain diseases, or ancestry, except where a bona fide occupational qualification exists.

12. Towns Right to Reject

The Town reserves the right to reject any and all proposals, to waive any informality in the proposals received and to accept the proposal deemed to be most favorable to the best interests of the Town.

FIRE ALARM TESTING SERVICES - TECHNICAL SPECIFICATIONS:

Scope of Work:

The Town is seeking bids for the fire alarm testing and maintenance of all buildings/facilities as required by the State of Rhode Island.

Fire Alarm Testing and Maintenance:

Fire alarm system testing shall be done in compliance with the Fire Safety Code of Rhode Island Chapter 13.8.10.9.2 entitled "Maintenance of the System." Please see attached Chapter 13.8 for details. The testing shall only be done in accordance with the frequency listed for each building.

The person(s) or firm responsible for the fire alarm testing shall be licensed as required by the State of Rhode Island, RIGL, Section 5-6-2. The person(s) doing the testing shall have their license on their person and shall produce same if requested by a member of the Fire Department.

Testing shall be done during the normal work hours and a minimum of forty-eight (48) hours notice shall be given to the contact person where the testing is to be done. The Fire Department shall also be given forty-eight (48) hour notice.

The individual performing the testing shall have the qualifications and standard inventory of equipment and consumables (i.e. batteries) on hand in order to make minimal repairs, on site. Records of battery replacements shall be kept by the awarded vendor and on-site battery replacements must be planned for and completed at the time of the testing.

Upon completion of the testing a report shall be submitted to the contact person and a copy to the Narragansett Fire Department (Fire Prevention Officer) within ten (10) days of the test.

Any trouble conditions found during the testing shall be reported to the contact person and the Fire Department. The trouble condition shall also be noted on the test report submitted to the contact person and the Fire Department.

The testing company shall have personnel fully qualified to trouble shoot and make any necessary repairs to the fire alarm equipment listed on the attached inventory list. No repairs shall be done unless authorized by the contact person for the facility having the problem (refer to RIUFC, Chapter 13.8.10.9.5.2 and .3).

The hourly rate for maintenance service shall be specified based on: 1. normal workday hours; and 2. emergency service on nights, weekends, and holidays.

The testing fees (bid prices) shall include all State-mandated paperwork, forms, stickers/labels, etc. at no additional cost to the Town.

Parts replacement: The awarded vendor shall invoice the Town at a flat markup of ten (10) percent (%) over the cost of the replacement parts (including batteries, heat sensors, detectors, etc.). The vendor's parts invoice (showing what was paid for these parts) must accompany the Town's billed invoice(s) for repairs.

The Town of Narragansett reserves the right to void this contract if the work is un-satisfactory to the Fire Prevention Officer of the Narragansett Fire Department or if excessive repairs are being performed without justification.

Upon completion of the first test, the successful bidder shall provide an updated listing of the "Inventory of Fire Alarm System Equipment" and battery replacement dates to the Purchasing Agent and the Narragansett Fire Department. The list below is an estimate only.

Inventory and Frequency of Testing for Fire Alarm System Equipment:

1. FIRE DEPARTMENT

Contact: Officer In Charge

Telephone: 789-1000

a. Police and Fire Station #1, 40 Caswell Street

Testing frequency: Quarterly

Inventory:

- 1 FCI control panel, 8 zone with elevator capture and HVAC shutdown
- 50 Heat Detectors
- 30 Smoke Detectors
- 5 Manual Stations
- 20 Horns and Strobes

b. Station #2, 900 Point Judith Road

Testing frequency: Quarterly

Inventory:

- 1 FCI control panel, 4 zone with master box
- 8 Heat Detectors
- 2 Smoke Detectors
- 2 Manual Stations
- 3 Horns and Strobes

c. Station #3, 1170 Boston Neck Road with master box

Testing frequency: Quarterly

Inventory:

- 1 FCI control panel, 4 zone
- 10 Heat Detectors
- 2 Smoke Detectors
- 2 Manual Stations
- 2 Horns and Strobes

2. COMMUNITY CENTER, 55 Mumford Road

Contact person: Barbara Wright

Telephone: 782-0675

Testing frequency: Quarterly

Inventory:

- 1 Panel with master box
- 8 Heat Detectors
- 8 Smoke Detectors
- 6 Manual Stations
- 6 Horns and Strobes
- 1 Hood and Duct extinguishing system connection

3. TOWN HALL (New system installed 12/07), 25 Fifth Avenue

Contact person: David Ousterhout

Telephone: 782-0687

Testing frequency: Quarterly

Inventory:

1 FCI 7100 Adressable sytem with elevator capture

79 Heat Detectors

35 Smoke Detectors

15 Manual Stations

36 Horn/Strobes

11 Strobes

4. PUBLIC WORKS, 260 Westmoreland Street

Contact person: David Ousterhout

Telephone: 782-0687

Testing frequency: Quarterly

Inventory:

1 FCI control panel, 4 zone with master box

15 Heat Detectors

2 Smoke Detectors

5 Manual Stations

5 Horn/Strobes

1 Extinguishing system connection at fuel dock

5. WASTEWATER TREATMENT FACILITY, 990 Ocean Road

Contact person: Douglas Nettleton

Telephone: 782-0682

Testing frequency: Quarterly

Inventory:

3 FCI control panels with one master box

21 Heat Detectors
5 Smoke Detectors
14 Manual Stations
10 Horn/Strobes
50 Remote Annunciators

6. THE TOWERS, 35 Ocean Road

Contact person: Kate Vivian

Telephone: 261-5644

Testing frequency: Quarterly

Inventory:

1 FCI control panel with master box
3 Heat Detectors
8 Smoke Detectors
8 Manual Stations
4 Horn/Strobes
1 Remote Annunciator
1 Sprinkler System

7. SOUTH BEACH PAVILION, 39 Boston Neck Road

Contact person: Steven Wright

Telephone: 782-0658

Testing frequency: Quarterly

Inventory:

1 FCI control panel with master box
8 Heat Detectors
2 Smoke Detectors
3 Manual Stations
3 Horn/Strobes

3 Pull Stations

3 Horn/Strobes

11. PARKS AND RECREATION GARAGE, 51 Mumford Road

Contact Person: David Ousterhout

Telephone: 782-0687

Testing frequency: Semi-annually

Inventory:

1 FCI control panel

3 Heat Detectors

3 Pull Stations

3 Horn/Strobes

12. PARKS AND RECREATION LITTLE LEAGUE BUILDING, 179 Kingstown Road

Contact Person: David Ousterhout

Telephone: 782-0687

Testing frequency: Semi-annually

Inventory:

5 Heat Detectors

1 Smoke Detector

2 Manual Stations

3 Horn/Strobes

1 Ansul

13. PARKS AND RECREATION TENNIS BUILDING, 195 Kingstown Road

Contact Person: David Ousterhout

Telephone: 782-0687

Testing frequency: Semi-annually

Inventory:

4 Heat Detectors

4 Smoke Detectors

4 Manual Stations

4 Horn/Strobes

14. PARKS AND RECREATION ADMINISTRATION BUILDING, 170 Clarke Road

Contact Person: Steven Wright

Telephone: 782-0658

Testing frequency: Semi-annually

Inventory:

13 Heat Detectors

3 Smoke Detectors

3 Manual Stations

4 Horn/Strobes

15. KINNEY BUNGALOW AT SUNSET FARMS, 550 Point Judith Road

Contact Person: Lisa Roy

Telephone: 788-2573

Testing frequency: Quarterly

Inventory:

6 Smoke Detectors

4 Manual Stations

5 Horn/Strobes

1 Ansul

16. RECREATION CENTER, 170 Clarke Road

Contact Person: Steven Wright

Telephone: 782-0658

Testing frequency: Semi-annually

Inventory:

1 Fire-lite system

4 Heat Detectors

1 Smoke Detector

5 Manual Stations
5 Horn/Strobes
3 Strobes

17. AQUATICS BUILDING, 170 Clarke Road

Contact Person: Steven Wright

Telephone: 782-0658

Testing frequency: Semi-annually

Inventory:

1 Mircom 2003 Fire Alarm Control
9 Heat Detectors
2 Smoke Detectors
5 Manual Stations
3 Horn/Strobes
2 Strobes

Contract Period:

The duration of the contract for the fire alarm testing services is three years. The pricing shall be broken out in one-year increments (see Bid Form). The contract period is: August 1, 2012 to July 31, 2015.

RIUFC Chapter 13.7

(Add) 13.8.10.9 MAINTENANCE OF THE SYSTEM

(Add) 13.8.10.9.1

Owners of buildings where fire alarm systems are installed shall ensure that the systems and all of their components are in one hundred percent (100%) operating condition at all times and provide a twenty-four (24) hour emergency telephone number of the owner or owner's representative for the fire department to call in the event of an alarm or trouble condition. This telephone number shall be conspicuously posted at the fire alarm control unit

(Add) 13.8.10.9.1.1

In lieu of the owner's number, the twenty-four (24) hour emergency telephone number of the testing and maintenance company authorized by the owner to respond to service the system may be provided.

(Add) 13.8.10.9.1.2

Answering machines are not an acceptable method for contacting the owner or authorized service company.

(Add) 13.8.10.9.2

Owners of buildings where systems are installed shall provide written evidence to the AHJ that there is a testing and maintenance program in force for the fire alarm system providing for periodic testing of the system. A system as described in § 13.8.10.4.1 with twenty-four (24) or fewer initiating devices shall be tested at least once every six (6) months with fifty percent (50%) of all manual fire alarm boxes, heat detectors, smoke detectors and other devices and components operated with each test. A different fifty percent (50%) of the above-mentioned devices will be operated at each inspection so that the entire system will have been tested at the end of each year. All other systems shall be tested at least once every three (3) months with twenty-five percent (25%) of all manual fire alarm boxes, heat detectors, smoke detectors and other devices and components operated with each test. A different twenty-five percent (25%) of the above-mentioned devices will be operated at each inspection so that the entire system will have been tested at the end of each year. In addition to the initiating devices to be tested above, during each test, the fire alarm control unit and every zone shall be tested. It is the intent of this section to reduce the cost and

RIUFC Chapter 13.7

paperwork of testing smaller fire alarm systems while maintaining the integrity of those systems.

(Add) 13.8.10.9.2.1

In addition to the testing and maintenance requirements set forth above, an annual certification shall be provided to the AHJ that all system smoke detectors located within the protected premises have been externally cleaned at least once every twelve (12) month period.

(Add) 13.8.10.9.2.2

EXCEPTION: A system as described in § 13.8.10.4.1 with twenty-four (24) or fewer initiating devices may be tested quarterly, as described in § 13.8.10.9.2, at the option of the building owner.

(Add) 13.8.10.9.3

The person(s) and firm performing any testing and/or maintenance required by this Code shall be licensed as required by R.I.G.L. § 5-6-2.

(Add) 13.8.10.9.3.1

EXCEPTION: This licensing requirement shall not apply to fire department personnel in charge of the scene to operate, reset or disconnect the fire alarm system as authorized by the AHJ.

(Add) 13.8.10.9.4

The AHJ shall be notified a minimum of forty-eight (48) hours prior to conducting any tests.

(Add) 13.8.10.9.5

Certification of these tests and results shall be forwarded to the **AHJ** from the person(s) or firm performing the test within ten (10) days of the completion of the test. The person(s) or firm performing the testing and maintenance of the fire alarm system shall notify the **AHJ** within five (5) days, in writing, after any cancellation of a testing/maintenance agreement with the building owner.

RIUFC Chapter 13.7

(Add) 13.8.10.9.5.1

Certification of any periodic testing required by the Code shall be on a standardized inspection form as approved by the Fire Safety Code Board of Appeal and Review. This form shall be utilized by all persons and firms performing fire alarm testing and inspections pursuant to this Code and shall bear the name and license number of the licensed person performing the test.

B I D F O R M
FIRE ALARM TESTING SERVICES

Pursuant to and in compliance with the INVITATION TO BID, and the INSTRUCTIONS TO BIDDERS relating thereto, the undersigned bidder hereby states that they have carefully examined the **CONTRACT DOCUMENTS** and the party understands the provisions, requirement, terms and conditions thereof, all of which are acknowledged to be part of the **Bid Proposal**.

Further, they have become familiar with local conditions and the extent of work; have determined the required quality, quantity and sources of supply of all plant, equipment, materials, tools, supplies, labor and all other facilities and things necessary or proper or incidental to the continuous execution and completion of the work as required; and hereby agree to perform the contract in strict accordance with the **CONTRACT DOCUMENTS**.

The undersigned bidder hereby agrees that the bid proposal submitted shall remain in effect and binding upon the bidder for a period of 90 calendar days, from the date and time bids are received.

The undersigned bidder declares that his/her bid proposal in all respects is fair and made without collusion with any other person, firm, corporation making a proposal for this work.

Please list the cost/bid per building, per year, based on the frequency listed:

| | 1st year 8/12-7/13 | 2nd year 8/13-7/14 | 3rd year 8/14-7/15 |
|-------------------------------|---|---|---|
| 1. Fire Department | | | |
| a. Station #1 | _____ | _____ | _____ |
| b. Station #2 | _____ | _____ | _____ |
| c. Station #3 | _____ | _____ | _____ |
| 2. Community Center | _____ | _____ | _____ |
| 3. Town Hall | _____ | _____ | _____ |
| 4. Public Works | _____ | _____ | _____ |
| 5. Wastewater Treat. Facility | _____ | _____ | _____ |

| | 1st year 8/12-7/13 | 2nd year 8/13-7/14 | 3rd year 8/14-7/15 |
|-------------------------------|---|---|---|
| 6. The Towers | _____ | _____ | _____ |
| 7. South Beach Pavilion | _____ | _____ | _____ |
| 8. North Beach Clubhouse | _____ | _____ | _____ |
| 9. Library | _____ | _____ | _____ |
| 10. South End Water Bldg | _____ | _____ | _____ |
| 11. Parks & Recreation Garage | _____ | _____ | _____ |
| 12. Parks & Rec LL Building | _____ | _____ | _____ |
| 13. Parks & Rec Tennis Bldg | _____ | _____ | _____ |
| 14. Parks & Rec Admin Bldg | _____ | _____ | _____ |
| 15. Kinney Bungalow | _____ | _____ | _____ |
| 16. Recreation Center | _____ | _____ | _____ |
| 17. Aquatics Building | _____ | _____ | _____ |

18. Hourly rate for maintenance service-normal hours:

19. Hourly rate for maintenance service-emergency-nights, weekends, and holidays:

BUSINESS NAME: _____

ADDRESS: _____

SIGNED: _____ TITLE: _____

PRINT NAME: _____ DATE: _____

PHONE: _____ FAX: _____

E-MAIL: _____ FIN: _____
(Federal ID Number)